THE HANDBOOK

Secondary Career and Technical Education Resource Handbook for CTE Administrators

2009-2010

This CTE handbook is for the 2009-2010 school year only.
Revisions will be made for school year 2010-2011.

Arizona Career and Technical Education Vision Statement:
Ensure a dynamic workforce by fully developing every student's career and academic potential

This document is also available in Adobe © Acrobat © .pdf format at:
http://www.ade.az.gov/cte/careerpathways/Handbook/

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Introduction

This Handbook has been designed as a "user friendly" resource for Career and Technical Education (CTE) administrators. This information will be used when reporting enrollment data beginning in the 2009-2010 school year, and for other program related purposes.

A list of current standards for each CTE program is located on the Arizona CTE web site: http://www.ade.az.gov/cte/CurriculumFramework/. Each CTE program offers a coherent sequence of instruction identified by the curriculum design teams made up of representatives from business and industry, CTE educators, post secondary representatives and assigned Arizona Department of Education (ADE) staff. The standards identified for each CTE program are in the process of being revised to reflect increased levels of rigor to prepare students for end-of-program technical assessments. Electronic updates will be posted as assessments are developed, piloted and implemented. The Local Education Agency (LEA) determines how the standards will be taught.

The Data Reporting Section has been expanded. After receiving customer input and feedback from the Office of Vocational and Adult Education (OVAE) it was determined that the Data Reporting Section should include both policies and processes.

Administrators, teachers, data reporting personnel, ADE staff and other interested individuals will use this Handbook for the following activities:

- Reporting enrollment data for 2009-2010 school year
- Developing the Basic Grant application
- Utilizing the CTE Program List
- Planning new and modifying existing comprehensive CTE programs
- Identifying teacher certification requirements
- Locating phone numbers and email addresses for ADE staff

This document is available to you on the Arizona Department of Education CTE webpage in Word and pdf format. You will find it located at:

http://www.ade.az.gov/cte/careerpathways/Handbook/

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